

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and Candy-Stripe Badges for 16 February

To : Chief, Headquarters Security Branch, PSD/OS
STAT Chief, Receptionist

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replyer to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
4 Feb 83	

Secy to D/ODP

FOLD

STAT

INITIAL MESSAGE

FOLD

1. Listed below are visitors coming to Headquarters for a meeting with D/ODP, on Wednesday, 16 February 1983 at 3:00PM in rm. 2D00.

NAMECOMPANY

WOODALL, John W.
BEATTY, Hugh E.
LAZAROFF, Jerry

Logicon
Logicon
Logicon

2. Parking: VIP Visitor Parking Lot in front of main entrance.
3. Badges: Please issue candy-stripe badges, call Jean/Patty x4011 for escort.
4. Thank you.

REPLY MESSAGE

STAT (PURPOSE: For new D/ODP-[] to meet Logicon company people. (A contractor on SAFE project). (Jerry L. is local rep. 525-2482)

Dist:

Orig - C/HSB/PSD/OS
1 - C/Receptionist []
1 - ODP/BUSINESS:Logicon []
1 - ODP/PROJECTS:SAFE
1 - ODP/SECURITY:General

STAT • []
From : O/D/ODP
2D00 Hq Bldg

SIGNATURE OF REPLIER

TITLE OF REPLIER